

**Microsoft® Word 2010, Project 8**

**Project Overview**

In this project, students will create documents that incorporate columns of varying sizes and styles.

**Project Goals**

The goal of this project is to help students learn to create documents that incorporate columns of varying sizes and styles. Students will learn to quickly format a document in columns for quick reading.

**Institution type:**

High School

**Skills covered**

After successfully completing this project, students will be able to:

* Create columns
* Adjust column width
* Adjust column spacing
* Insert a column break
* Insert a vertical line between columns



**Student Assignment:**

Evergreen High School has recently experienced an increase in student conduct violations. The principal has asked the Student Government Association (SGA) to assist in solving the problem. After discussing how SGA might help, the Association leadership decides it might be a good idea to try and re-educate the student body on the School’s code of conduct. You suggest creating a newsletter that provides the basic details of the code.

Using the information below, create a two column document that contains information about the code.

1. Open the file Project8\_studentdata.
2. Center the document title and apply formatting to create a more appealing title.
3. Create a two column document body for the section beginning with Temporary Suspension with .5 inch vertical spacing.
4. Insert a line between the columns.
5. Ensure that the document is easy to read using 14 point, bold font style.
6. The student name should be centered in the document footer.
7. Save the document as Project8\_complete in the Project 8 Microsoft® Word 2010 folder.
8. Print the document.